

CHILD CARE FOR HOMELESS CHILDREN PROGRAM

Operations Manual – Fiscal Year 2007



**Department of Housing and
Community Development**

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TABLE OF CONTENTS

| | |
|--|----------|
| I. GENERAL INFORMATION | 1 |
| Background | 1 |
| Goal | 1 |
| Objectives..... | 1 |
| Funds Available | 1 |
| Allocation of Funds..... | 1 |
| Funds Disbursement Process | 2 |
| II. PROGRAM DESIGN | 2 |
| Program Description | 2 |
| Parent Co-Payment | 3 |
| Client Eligibility..... | 3 |
| Time Frame for Services..... | 4 |
| III. PROGRAM IMPLEMENTATION..... | 4 |
| Development Child Care Provider List..... | 4 |
| Intake..... | 5 |
| Verification | 5 |
| IV. REQUIREMENTS | 6 |
| Program Requirements..... | 6 |
| Reporting Requirements..... | 7 |
| Record Keeping..... | 7 |
| V. MONITORING | 7 |
| VI. ATTACHMENTS..... | 8 |
| Attachment I - Initial Request for Funding | 8 |
| Attachment II - Request for Reimbursement | 9 |
| Attachment III – Documentation of Expenditures | 10 |
| Attachment IV - State Sliding Fee Scale (Maximum Income Limits) | 11 |
| Attachment V - Types of Child Care Providers | 19 |
| Attachment VI - Parent Application for CCHCP Services | 20 |
| Attachment VII - Income Determination Guidance..... | 21 |
| Attachment VIII - Parent Responsibilities Form | 22 |
| Attachment IX – Job Search Activities Log | 23 |
| Attachment X - Definitions..... | 24 |

GENERAL INFORMATION

BACKGROUND

The Child Care for Homeless Children Program is provided through the federally funded Child Care and Development Block Grant (CCDBG). The origination point of the Block Grant is the U.S. Department of Health and Human Services, Administration for Children and Families. The Virginia State Department of Social Services (DSS) is the Lead Agency, as designated by the chief executive officer of the State of Virginia, which administers the CCDBG. DSS makes available a portion of the CCDBG funds for the Child Care for Homeless Children Program (CCHCP). The Virginia Department of Housing and Community Development (DHCD) administers the CCHCP through an interagency agreement with the DSS.

GOAL

The goal of the Child Care for Homeless Children Program is to increase the availability and affordability of quality child care to homeless families residing in an emergency shelter or transitional housing.

OBJECTIVES

- To provide federal funding to emergency shelters and transitional housing programs to afford homeless parents with a broader range of child care options for their children.
- To provide homeless families with financial resources to aid in the transition to self-sufficiency.

FUNDS AVAILABLE

The Virginia Department of Social Services, through the Child Care and Development Fund, has made available **\$300,000** to the Virginia Department of Housing and Community Development (DHCD) for the Child Care for Homeless Children Program. These funds will be used for child care services for homeless families in which the parents are working, in training or education programs or in search of employment. These funds are to be expended during the state fiscal year 2007 which is July 1, 2006 through June 30, 2007.

ALLOCATION OF FUNDS

Awards are made on a non-competitive basis to grantees that currently receive State Shelter Grant (SSG) funds.

Only grantees that have signed and submitted a formal "CCHCP Grant Agreement" will be eligible to receive funding.

Program Administrators (PA) in the Housing and Homeless Assistance Unit (HHAU) are responsible for managing an allocation of CCHCP funds for their assigned grantees. Pre-determined grants are not awarded and the funds are available on a first-come, first serve basis.

FUND DISBURSEMENT PROCESS

Step #1

The grantee faxes/mails the Initial Request for Funding form (Attachment I) for CCHCP funds to their assigned PA.

The grantee can request the amount of money they anticipate spending for child care on eligible clients during a time period not to exceed 90 days.

Step #2

The PA approves the requests and faxes/mails the request back to the grantee. The PA is responsible for obligating the grant funds for this time period.

Step #3

Grantees are paid on a reimbursement basis and must submit the Reimbursement Request form (Attachment II) to initiate the reimbursement process. In addition, grantees must submit the Documentation of Expenditures form (Attachment III) with the Reimbursement Request. Requests will not be processed without this supporting documentation.

DHCD will reimburse CCHCP grantees on a monthly basis for actual child care expenditures paid during the preceding month. Requests must be received by the 15th of the month for the previous month's expenditures.

There is no limit on the amount of funds an organization may spend each month as long as the approved amount is not exceeded.

PROGRAM DESIGN

A PROGRAM DESCRIPTION

| | |
|-----|--|
| A 1 | CCHCP funds are available for the purchase of child care services on behalf of homeless children whose parents are employed, enrolled in job training or educational programs or engaged in a structured search for employment in accordance with DHCD guidelines. |
| A 2 | Employment and training or education programs may be full-time or part-time activities. |
| A 3 | Child care services may be provided for parents who are searching for employment for a period of up to two weeks (14 consecutive days). The two-week period may be extended by one week (7 additional consecutive days) in cases of extenuating circumstances. |

B PARENT CO-PAYMENT

| | |
|-----|---|
| B 1 | CCHCP requires that parents <i>with income</i> pay a portion of the child care costs. |
| B 2 | The parent co-payment is determined without regard to the number of children accessing child care or the number of hours of child care needed for the month. |
| B 3 | The parent co-payment is equal to ten percent (10%) of monthly gross income or \$25, whichever is greater. The co-payment is not calculated on ten percent of the child care costs. |
| B 4 | The minimum fee for all parents <i>with income</i> is \$25.00 per month. |
| B 5 | It is preferred that the parent pay his/her portion of the child care costs (parent co-payment) directly to the child care provider. When this is not possible, the grantee must keep an accurate record of all co-payment funds received from the parent(s). |
| B 6 | Parent co-pay funds received by the grantee may be used to pay for child care costs for any child not eligible for CCHCP funds. |

C CLIENT ELIGIBILITY

| | |
|------|---|
| C 1 | CCHCP funds are to be used only if no other avenue of funding for child care is available. |
| C 2 | Parents are required to apply for child care services at the local DSS office and to provide the CCHCP sub-grantee with documentation of acceptance, denial or placement on a waiting list for DSS child care services. |
| C 3 | CCHCP funds may be used to provide child care until DSS funds are available. This documentation must be kept in the parent's file. If other resources are not available for child care costs, CCHCP funds can be accessed for that purpose. |
| C 4 | Family income cannot exceed the established maximum level. Income eligibility limits in the State Sliding Fee Scale for Child Day Care (Attachment IV) are determined on the basis of income at 80% of the federal poverty level. |
| C 5 | The income limits can be found at this web site link: http://www.vhda.com/vhda_com/template_app.asp?VHDA_COM_PAGE_NAME=Income_Rent_Limits These income eligibility limits are to be used for all applicants. |
| C 6 | In the case of two-parent families, both parents must be employed, in education/training programs or in search of employment. |
| C 7 | In a two-parent household where one parent is unable to comply with this requirement, documentation of good cause why that parent cannot provide the needed child care must be submitted before assistance can be approved. For example, if a parent is medically disabled and therefore not capable of providing adequate child care, documentation of the medical disability and the inability to provide child care would be required. |
| C 8 | Clients approved under Employment Search Activities eligibility are required to document one application submitted for each day (or partial day) of child care delivered. |
| C 9 | CCHCP funds may not be used to pay costs for parents who are not eligible for child care services through their local Department of Social Services (DSS) due to DSS-imposed sanctions. |
| C 10 | Children must be below the age of thirteen. |

D TIME FRAME FOR SERVICES

| | |
|-----|---|
| D 1 | Services may begin from the date an eligible parent signs the Parent Application for CCHCP Services when the family is residing in the emergency shelter or transitional housing facility even if all documentation is not yet available. |
| D 2 | CCHCP funds may be used while a family is residing in an emergency shelter or transitional housing facility and up to six months after the family leaves the facility to move into permanent housing. |
| D 3 | The six-month period of child care services after the family leaves the homeless program is a continuation period only. Clients must have been approved for services during the time they were residents in the shelter or transitional housing program. During the six-month continuation period (after the family leaves the facility), the family and the CCHCP Coordinator should develop a plan for future child care services. This plan should identify alternate arrangements and/or other resources that may be accessed to ensure that child care will continue after the family is no longer eligible to participate in the CCHCP. |
| D 4 | Child care services may be provided for parents who are searching for employment for a period of up to two weeks (14 consecutive days). The two-week period may be extended by one week (7 additional consecutive days) in cases of extenuating circumstances. |
| D 5 | CCHCP funds may be used to pay for child care if the participating parent becomes ill or incapacitated, or if the child is absent from care for justifiable reasons; this applies to a short-term/temporary illness and must be approved by DHCD. Contact your grant administrator for approval and assistance. |
| D 6 | <p>CCHCP funds may be used to pay for child care that would be otherwise lost for up to two weeks prior to the start of employment or training and for up to one month during a break in employment or training if a subsequent activity is scheduled to begin.</p> <p>Two examples of this type of application would be: 1) when a participating parent loses employment and an active job search begins or 2) for the period before or between academic course semesters where the parent is scheduled to attend classes.</p> |

PROGRAM IMPLEMENTATION**E DEVELOPMENT OF CHILD CARE PROVIDER LIST**

| | |
|-----|---|
| E 1 | The CCHCP grantee must obtain a list of approved child care providers from the local Department of Social Services in the areas served by the applicant organization. The list should include names, addresses, telephone numbers and fees charged. |
| E 2 | Child care providers may be regulated or unregulated (Attachment V - Types of Child Care Providers). |
| E 3 | Parents have full choice of all legally operating child care including child day centers, family day homes and in-home care. |
| E 4 | The availability of child day care slots should be determined to avoid referring a parent to a provider who may no longer be enrolling additional children |

F INTAKE

| | |
|-----|--|
| F 1 | <p>The Parent Application for CCHCP Services (Attachment VI) is to be completed by the designated Sub-grantee staff and signed by the parent. This form includes the basic certification that the family will comply with the program regulations. Such compliance includes:</p> <ul style="list-style-type: none">• Providing income information (Attachment VII – Income Determination Guidance)• Contributing to the child care costs (parent co-payment)• Submitting verification of employment, job training or education program enrollment and/or documentation of active search for employment <p>The form also specifies the portion of the cost to be paid by the CCHCP Sub-grantee, the parent co-payment amount and the expected frequency of the parent co-payment (weekly, monthly, etc.).</p> |
| F 2 | <p>The parent must sign the Parent Responsibilities Form (Attachment VIII) to certify awareness of the requirement to notify the CCHCP Sub-grantee in the event of changes in their status during the term of assistance. Such areas of change include, but are not limited to: income level; employment status; place of employment; training or education program enrollment; or the status of the active job search.</p> |
| F 3 | <p>Parents who are searching for employment must record the job search activities completed on each day that child care was provided through CCHCP (Attachment IX - Job Search Activities Log).</p> |

G VERIFICATION

| | |
|-----|--|
| G 1 | <p>Parental employment, training/education enrollment or active job search must be documented.</p> <p>Acceptable forms of documentation include:</p> <ul style="list-style-type: none">• A current payroll check stub• An employer statement of current or future (projected) earnings• An enrollment registration form with the parent's name and an advisor or contact person's name• Names and telephone numbers of contact persons of businesses or organizations where the parent has applied for employment |
| G 2 | <p>Designated staff must collect copies of payroll check stubs on a regular basis (weekly, bi-weekly, monthly or bi-monthly) to provide evidence of continued employment. In cases of participation in job training, a statement from the training program with the number of hours per week that the parent spends in training is required. A registration schedule from the educational program with course hours is necessary to verify program enrollment.</p> |
| G 3 | <p>Documentation of active job search must be provided weekly by the parent on the Job Search Activities Log (Appendix IX – Sample Job Search Activities Log). One employment application on each day that child care is provided through CCHCP is the minimum requirement. Grantees are not authorized to increase this requirement. Other relevant job search activities must also be recorded (Attachment X – Definitions).</p> |

| | |
|-----|---|
| G 4 | <p>Income Verifications</p> <ul style="list-style-type: none"> Documentation of monthly gross income must be used to determine the parent co-payment while participating in the CCHCP program. All sources must be recorded and verified in the parent file. |
|-----|---|

REQUIREMENTS

H PROGRAM REQUIREMENTS

| | |
|------|--|
| H 1 | Parents, rather than the grantee, must enter into contracts with child care providers as the parent has the primary responsibility for payment in the event the family becomes ineligible for program funds. |
| H 2 | DHCD will not reimburse CCHCP sub-grantees for child care expenditures incurred by parents whose family circumstances have changed causing the parent to become ineligible for child care assistance through the CCHCP. |
| H 3 | Parents must be allowed to select a regulated or unregulated provider (Attachment V - Types of Child Care Providers). Parents have a full choice of all legally operating child care services including child day centers, family day homes and in-home care. |
| H 4 | Arrangements for child care should be made by the parent with guidance from the CCHCP Sub-grantee. |
| H 5 | Arrangements for a payment schedule to the child care provider must be worked out between the parent, the child care provider and the CCHCP grantee organization. |
| H 6 | It is preferred that the parent pay his/her portion of the child care costs (parent co-payment) directly to the child care provider. A copy of the receipt for the parent co-payment should then be given to the CCHCP Sub-grantee and included in the parent file. |
| H 7 | The cost for child care cannot exceed the area's market rate as provided by DSS unless the parent is willing to pay the difference between the market rate and the child care provider's fee. The market rate for the locality in which the child receives care should be used rather than the locality of residence or shelter. |
| H 8 | For special needs children, 100% of the cost of care is the rate to be paid, even if this exceeds the established market rate. |
| H 9 | Any complaints regarding possible child abuse or neglect occurring in a child day care setting must be referred to the child protective services unit at the local DSS serving the area where the child care service is located. |
| H 10 | All CCHCP payments must be made directly to the child care provider. No payments will be made to parents. |

I REPORTING REQUIREMENTS

| | | | | | | | | | | | | | | | |
|-------------------------|--|------------------|--|-------------------------|--------|------------------|-------------------------|--------|------------------|-------------------------|--------|----------------|-------------------------|--------|---------------|
| I 1 | CCHCP grantees must provide basic demographic information on families served | | | | | | | | | | | | | | |
| I 2 | A completed demographic report must be submitted ELECTRONICALLY on a quarterly basis to DHCD. To receive reimbursement for CCHCP expenditures, the following quarterly demographic reporting schedule is to be strictly adhered to: <table><tr><td>1st Quarter</td><td>due by</td><td>October 10, 2006</td></tr><tr><td>2nd Quarter</td><td>due by</td><td>January 10, 2007</td></tr><tr><td>3rd Quarter</td><td>due by</td><td>April 10, 2007</td></tr><tr><td>4th Quarter</td><td>due by</td><td>July 10, 2007</td></tr></table> | | | 1 st Quarter | due by | October 10, 2006 | 2 nd Quarter | due by | January 10, 2007 | 3 rd Quarter | due by | April 10, 2007 | 4 th Quarter | due by | July 10, 2007 |
| 1 st Quarter | due by | October 10, 2006 | | | | | | | | | | | | | |
| 2 nd Quarter | due by | January 10, 2007 | | | | | | | | | | | | | |
| 3 rd Quarter | due by | April 10, 2007 | | | | | | | | | | | | | |
| 4 th Quarter | due by | July 10, 2007 | | | | | | | | | | | | | |
| I 3 | Electronic reporting instructions and forms are located on the DHCD Homeless Programs Group site: http://groups.yahoo.com/group/DHCDHomelessPrograms/ | | | | | | | | | | | | | | |

J RECORD KEEPING REQUIREMENTS

| | |
|-----|--|
| J 1 | <p>A file must be maintained in the Sub-grantee's office for each participating family including the following information:</p> <ul style="list-style-type: none">• Documentation of employment, education or training enrollment or active job search• Documentation of income• Parent Application for CCHCP Services signed by the parent to include:<ol style="list-style-type: none">1. Information on the child care provider selected, hours and/or days the child care provider will be used, and the rate charged2. The amount of CCHCP funds and the parent's co-payment3. An estimate of the length of time the child care services will be needed• Parent Responsibilities Form signed by the parent• Receipts (copies) from child care providers for all funds received• For participating parents who will soon exit the program, a plan for continuing child care after the program has ended• Any concerns or issues with the child care services• Additional information as appropriate and necessary |
|-----|--|

MONITORING

All CCHCP grantees may be monitored for financial and programmatic compliance by a DHCD representative. In addition, as DHCD's grantor, DSS may monitor sites at their discretion.

CHILD CARE FOR HOMELESS CHILDREN PROGRAM
INITIAL REQUEST FOR FUNDING

Grantee Name: _____

Grantee Address: _____

The time period (*not to exceed 90 days*): _____ to _____

Total Amount Requested: _____

___ Yes ___ No I, _____, have read, understand and agree to comply with all grant requirements identified in the CCHCP Operations Manual.

Authorized Agency Representative

Date

DHCD USE ONLY

___ Approved ___ Not Approved

Amount Obligated: _____

DHCD Program Administrator

Date

CHILD CARE FOR HOMELESS CHILDREN PROGRAM

REQUEST FOR REIMBURSEMENT

On behalf of _____ (enter name of GRANTEE), I hereby request reimbursement of \$_____ for activities conducted in accordance with the CHILD CARE FOR HOMELESS CHILDREN PROGRAM as set forth in the Grant Agreement under this program between the SUB-GRANTEE and the Virginia Department of Housing and Community Development (CONTRACTOR).

Grant 07-CCHCP-_____

Request # _____ Federal Identification Number _____

Send payment to: Grantee Name: _____
 Address: _____

| CHILD CARE SERVICES | + ADMINISTRATION | = TOTAL |
|---------------------|-----------------------|--------------|
| | | |

NOTE: Reimbursement for administrative costs is limited to 5% of the childcare services.

 Signature of Authorized Representative

 Date

Name and Title (Type or Print) _____

| FOR DHCD USE ONLY | | |
|-------------------|-------------------|-------------------------------|
| Cost Code | Project Code | Amount to be Charged |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| Total | | \$ _____ |
| | | _____ Nonprofit |
| By _____ | Date _____ | _____ Local Government |

CHILD CARE FOR HOMELESS CHILDREN PROGRAM

DOCUMENTATION OF EXPENDITURES

Must be submitted with each Request for Reimbursement

Agency: _____

This payment request is for services performed during the time period _____ to _____

Person Completing Form: _____

Phone Number: _____

NOTE: Grant funds may not be used for the purchase of resource materials, educational materials, equipment or operational costs.

Child Care Costs Only:

| Check # | Date of Service | Child's Name | Child's Age | Amount |
|---------|-----------------|--------------|-------------|--------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | Total | | \$ |

STATE SLIDING FEE SCALE FOR CHILD CARE

Maximum Monthly Income Level

6/1/2005- 5/31/2007

| Family Size | Monthly Poverty Guidelines | GROUP I 150% of Poverty | GROUP II 160% of Poverty | GROUP III 185% of Poverty |
|---------------------------------------|----------------------------|----------------------------------|-----------------------------------|------------------------------------|
| 1 | \$ 798 | \$ 1,197 | \$ 1,276 | \$ 1,476 |
| 2 | \$ 1,069 | \$ 1,604 | \$ 1,711 | \$ 1,978 |
| 3 | \$ 1,341 | \$ 2,012 | \$ 2,146 | \$ 2,481 |
| 4 | \$ 1,613 | \$ 2,419 | \$ 2,580 | \$ 2,984 |
| 5 | \$ 1,884 | \$ 2,827 | \$ 3,015 | \$ 3,486 |
| 6 | \$ 2,156 | \$ 3,234 | \$ 3,450 | \$ 3,989 |
| 7 | \$ 2,428 | \$ 3,642 | \$ 3,884 | \$ 4,491 |
| 8 | \$ 2,699 | \$ 4,049 | \$ 4,319 | \$ 4,994 |
| FOR EACH ADDITIONAL PERSON ADD: | \$ 272 | \$ 408 | \$ 435 | \$ 503 |

METROPOLITAN STATISTICAL AREA GROUPINGS

| FIPS | LOCALITY | INCOME CAP GROUP |
|-------------|---------------------|-------------------------|
| 001 | Accomack | I |
| 005 | Alleghany | I |
| 007 | Amelia | I |
| 009 | Amherst | I |
| 011 | Appomattox | I |
| 015 | Augusta | I |
| 017 | Bath | I |
| 019 | Bedford County/City | I |
| 021 | Bland | I |
| 023 | Botetourt | I |
| 520 | Bristol | I |
| 025 | Brunswick | I |
| 027 | Buchanan | I |
| 029 | Buckingham | I |
| 031 | Campbell | I |
| 033 | Caroline | I |
| 035 | Carroll | I |
| 037 | Charlotte | I |

| | | |
|-----|---------------------|---|
| 580 | Covington | I |
| 045 | Craig | I |
| 049 | Cumberland | I |
| 590 | Danville | I |
| 051 | Dickenson | I |
| 057 | Essex | I |
| 063 | Floyd | I |
| 067 | Franklin County | I |
| 620 | Franklin City | I |
| 069 | Frederick County | I |
| 640 | Galax | I |
| 071 | Giles | I |
| 077 | Grayson | I |
| 081 | Greensville/Emporia | I |
| 083 | Halifax | I |
| 660 | Harrisonburg | I |
| 089 | Henry | I |
| 091 | Highland | I |
| 097 | King & Queen | I |
| 101 | King William | I |

| | | |
|-----|----------------|---|
| 103 | Lancaster | I |
| 105 | Lee | I |
| 109 | Louisa | I |
| 111 | Lunenburg | I |
| 680 | Lynchburg | I |
| 113 | Madison | I |
| 690 | Martinsville | I |
| 117 | Mecklenburg | I |
| 119 | Middlesex | I |
| 121 | Montgomery | I |
| 125 | Nelson | I |
| 131 | Northampton | I |
| 133 | Northumberland | I |
| 720 | Norton | I |
| 137 | Orange | I |
| 139 | Page | I |
| 141 | Patrick | I |
| 143 | Pittsylvania | I |
| 147 | Prince Edward | I |
| 155 | Pulaski | I |

| | | |
|-----|----------------------------------|---|
| 750 | Radford | I |
| 157 | Rappahannock | I |
| 159 | Richmond County | I |
| 770 | Roanoke | I |
| 161 | Roanoke County | I |
| 163 | Rockbridge/Buena Vista/Lexington | I |
| 165 | Rockingham | I |
| 167 | Russell | I |
| 169 | Scott | I |
| 171 | Shenandoah | I |
| 173 | Smyth | I |
| 175 | Southampton | I |
| 790 | Staunton | I |
| 181 | Surry | I |
| 183 | Sussex | I |
| 185 | Tazewell | I |
| 191 | Washington | I |
| 820 | Waynesboro | I |
| 193 | Westmoreland | I |

| | | |
|-----|-------------------------------|----|
| 840 | Winchester | I |
| 195 | Wise | I |
| 197 | Wythe | I |
| | | |
| 003 | Albemarle | II |
| 036 | Charles City | II |
| 540 | Charlottesville | II |
| 041 | Chesterfield/Colonial Heights | II |
| 550 | Chesapeake | II |
| 053 | Dinwiddie | II |
| 065 | Fluvanna | II |
| 073 | Gloucester | II |
| 075 | Goochland | II |
| 079 | Greene | II |
| 650 | Hampton | II |
| 085 | Hanover | II |
| 087 | Henrico | II |
| 670 | Hopewell | II |
| 093 | Isle of Wight | II |
| 095 | James City | II |

| | | |
|-----|---------------------|-----|
| 115 | Mathews | II |
| 127 | New Kent | II |
| 700 | Newport News | II |
| 710 | Norfolk | II |
| 730 | Petersburg | II |
| 740 | Portsmouth | II |
| 145 | Powhatan | II |
| 149 | Prince George | II |
| 760 | Richmond City | II |
| 800 | Suffolk | II |
| 810 | Virginia Beach | II |
| 830 | Williamsburg | II |
| 199 | York-Poquoson | II |
| | | |
| 510 | Alexandria | III |
| 013 | Arlington | III |
| 043 | Clarke | III |
| 047 | Culpeper | III |
| 059 | Fairfax City/County | III |

| | | |
|-----|----------------|-----|
| 061 | Fauquier | III |
| 630 | Fredericksburg | III |
| 099 | King George | III |
| 107 | Loudoun | III |
| 683 | Manassas City | III |
| 685 | Manassas Park | III |
| 153 | Prince William | III |
| 177 | Spotsylvania | III |
| 179 | Stafford | III |
| 187 | Warren | III |

Alexandria and Fairfax Waivers

Family Size

250% of Poverty

| | |
|-----------|---------|
| 1 | \$1,994 |
| 2 | \$2,673 |
| 3 | \$3,353 |
| 4 | \$4,032 |
| 5 | \$4,711 |
| 6 | \$5,390 |
| 7 | \$6,069 |
| 8 | \$6,748 |
| 9 | \$7,161 |
| 10 | \$7,313 |

TYPES OF CHILD CARE PROVIDERS

- I. Regulated Providers** - are child day care providers who are approved by federal, state, city, county or local agency authority or have met the requirements of Small Family Child Care Home Voluntary Registration through DSS. Regulated providers include:

Licensed Family Day Centers

- Licensed and monitored by DSS Division of Licensing

Licensed Family Day Homes

- Must be licensed or voluntarily registered by DSS Division of Licensing if serving 6-12 children (excluding their own) OR if serving more than 4 children under the age of 2 (including own)

Voluntarily Registered with DSS Division of Licensing

- Registration fee of \$50.00
- Training and referrals provided by DSS

Religiously Exempt Centers

- Operated by a religious institution
- Exempt from licensure by DSS Division of Licensing
- Annual statement and evidence of health and safety compliance are required

- II. Unregulated Providers** - are day care providers who are not described above under Regulated Providers and are not required to be regulated based on the number and ages of the children in care. Unregulated Providers must:

- Be at least 18 years old
- Serve fewer than 6 children (excluding own)
- Serve fewer than 4 children (including own) under the age of two
- Have CPS and sex offender record checks, criminal history and TB clearances for provider, spouse and all adults in home

A relative provider of child day care is an unregulated provider who is related to the parent or child by blood or marriage. All eligible relative providers must:

- Not be receiving public assistance
- Not be legally responsible for the child needing care

Relative providers who are grandparents, great grandparents, aunts, uncles and adult siblings (not residing with the child in care) are exempt from the clearance requirements stated above (fourth bullet point) but must provide full name, address, rates charged the general public for child care, social security number and birth date.

Note: The USDA Child and Adult Care Food Program funded through the United States Department of Agriculture may reimburse participating, eligible regulated or unregulated child care providers for nutritious meals and snacks served to children in care while parents work. Contact your local DSS for more information.

PARENT APPLICATION FOR CCHCP SERVICES

| | | |
|--|---|------------------------------|
| Applicants Last Name | First Name, MI | SS # |
| Family size: | Gender of Applicant: <input type="checkbox"/> Male <input type="checkbox"/> Female | Monthly Gross Family Income: |
| Race of Applicant: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other | | |
| Family Composition: <input type="checkbox"/> Single parent <input type="checkbox"/> Two Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other | | |
| Eligible Activity: <input type="checkbox"/> Employment <input type="checkbox"/> Education/Job Training <input type="checkbox"/> Job Search | | Name of Employer/School |
| Educational Level: <input type="checkbox"/> Less than High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> GED <input type="checkbox"/> Post Graduate | | |

Children for Whom Daycare Service is Requested

| First and Last name: (Print clearly) | Date of Birth: (mm/dd/yy) | Gender: (M=male; F= Female) | Type of Care: (Full day; Part day; After School) |
|---|------------------------------|-----------------------------------|---|
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CCHCP grantee payment: _____ Parent co-payment & frequency: _____

- I certify that all of the above information is true and that I will provide any necessary verification for this information.
- I understand that, upon approval for this program, I will be required to pay a percentage of the costs of daycare based on the information I have provided.
- I further understand that I may select a licensed or regulated childcare provider or I may use a child care provider with whom the shelter or transitional housing provider has contracted for child care services.
- I am aware that I may go to the Department of Social Services if I do not wish to receive childcare services through the shelter or transitional housing provider.
- I also understand that childcare services through this program will be terminated six months after I leave the shelter or transitional housing facility or if I am no longer engaged in an eligible activity. I agree to hold harmless the Commonwealth of Virginia, the DHCD, their employees, successors, and assignees from any and all claims and demands based on or arising out of the provision of child care services through this program.

Signature of Applicant: _____ Date of Application: _____

INCOME DETERMINATION GUIDANCE

The following should be included in determining monthly gross income:

- Income from employment
- TANF Payments
- Child Support Received
- All other forms of public assistance in the form of check/cash payments.

The following should not be included in determining monthly gross income:

- Per capita payments to or funds held in trust for any individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims
- Money received from the sale of property, such as stocks, bonds, a house, or a car
- Earnings of less than \$5.00 a month
- Withdrawals of bank deposits
- Money borrowed
- Tax refunds
- Gifts
- Lump sum inheritance or insurance payments
- Capital gains
- The value of the Food Stamp coupon allotment
- The value of USDA donated foods
- The value of any supplemental food assistance under the Child Nutrition Act of 1966 and the special food service programs for children under the National School Lunch Act as amended
- Any payment received under Title XX of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- Earnings of a child under 14 years of age
- Any benefits received under Title VII, Nutrition Program for the Elderly, of the Older Americans Act of 1965, as amended
- Any grant or loan to any undergraduate for educational purposes made or insured under any program administered by the Commissioner of Education
- Any other scholarship loan or grant obtained and used under conditions which preclude its use for current living costs
- Home produce utilized for household consumption
- Earnings received by any youth under the Youth Employment Demonstration Program of the Comprehensive Employment and Training Act of 1973 (CETA)
- Payment to VISTA volunteers
- Payment to vendors for services to recipients
- Garnisheed wages
- The portion of income paid for child support if being paid, whether court-ordered or not. The payment is to be considered income for the person receiving it
- Payments made as required by Medicaid for the support of a spouse or child in a nursing home

CHILD CARE FOR HOMELESS CHILDREN PROGRAM

PARENT RESPONSIBILITIES FORM

Reporting Changes

You must report all required changes to the CCHCP Sponsor Organization through which you are accessing child care services within 10 days of when the changes occur. The following are changes you are required to report.

1. Change in household income
2. Change in employment status or place of employment
3. Change in work hours
4. Change in education/training activity, including class days/hours and curriculum.
5. Parent/caretaker begins receiving child support payments
6. Change in the number of household members
7. Change in marital status
8. A child receiving day care services reaches his/her 13th birthday
9. A child receiving full-time day care begins school and requires less than full-time care

Repayment

Anyone who causes the CCHCP Sponsor Organization to make an improper vendor payment by withholding any of the above changes will be required to repay the amount of the improper payment. Repayment will be in either a lump sum or according to a written repayment plan between the responsible person and the CCHCP Organization.

By my signature below, I declare that I fully understand and agree to the above reporting requirements. I further understand that I must remove my child from day care if I stop participating in the activity or work for which I am approved.

Parent Signature

Date

CCHCP Worker

Date

JOB SEARCH ACTIVITIES LOG

Name _____

Date _____

All parents enrolled in the CCHCP who are searching for employment must document at least one job application submitted per day that child care services are received.

Company: _____

Address: _____

Phone #: _____

Person contacted: _____

Position sought: _____

Application completed Y N

Resume Submitted Y N

Interview Y N

Outcome: _____

Date contacted: _____

Company: _____

Address: _____

Phone #: _____

Person contacted: _____

Position sought: _____

Application completed Y N

Resume Submitted Y N

Interview Y N

Outcome: _____

Date contacted: _____

Company: _____

Address: _____

Phone #: _____

Person contacted: _____

Position sought: _____

Application completed Y N

Resume Submitted Y N

Interview Y N

Outcome: _____

Date contacted: _____

Company: _____

Address: _____

Phone #: _____

Person contacted: _____

Position sought: _____

Application completed Y N

Resume Submitted Y N

Interview Y N

Outcome: _____

Date contacted: _____

Company: _____

Address: _____

Phone #: _____

Person contacted: _____

Position sought: _____

Application completed Y N

Resume Submitted Y N

Interview Y N

Outcome: _____

Date contacted: _____

In addition to documenting at least one application submitted per day that child care is provided, note all other job search activities accomplished in the spaces above, i.e.: resume writing class, visits to VEC, newspaper search, telephone inquiries, etc.

DEFINITIONS

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|--|---|
| Child Care and Development Fund | The federal Block Grant for day care that was authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193). |
| Child day care service | Those activities that assist eligible families in the arrangement and/or purchase of day care for children that is less than a 24-hour day. This includes activities that promote parental choice, consumer education to help parents make informed choices about child care, activities to enhance health and safety standards established by the state, and activities that increase and enhance child care and early childhood development resources in the community. |
| Co-payment | The amount of a subsidy paid by the parent for participation in the program; equal to 10% of monthly gross income regardless of the number of children accessing child care or the number of hours of child care needed for the month. There is a minimum monthly fee of \$25.00 for parents <i>with income</i> . No co-payment is required from households in which there is \$0 monthly gross income. |
| Education leading to employment | Includes basic remedial instruction designed to achieve a basic literacy level, instruction in English as a second language, preparation for GED or Adult Education, the completion of high school, associate degree or certificate. This includes college or degree work from a college or university <u>if the course of instruction is limited to a curriculum directly related to the fulfillment of an individual's educational goal to obtain useful employment in a recognized profession or occupation. There is no minimum number of hours a parent has to attend a job training or education program in order to be eligible.</u> |
| Education Program | Any course of instruction offered by an institution of higher education or a vocational school as determined by the Secretary of Education to meet the Higher Education Act of 1965. |
| Federal Poverty Level | Income levels by family size, determined by the federal Department of Health and Human Services, to be used as guidelines in determining at what level families in the country are living in poverty. |
| Fee System | Programs that provide child day care subsidies to low-income parents from the Child Care Development Fund which requires a parental co-payment. |
| Income eligible | Eligibility based on income and determined by measuring the family income and size against a percentage of the federal poverty level. |
| Job search | A structured, time-limited activity, the goal of which is employment. A period in which the participant searches for and obtains employment. Participants are required to search, find, and apply for a set number of jobs. Parents must document that at least one application for employment has been submitted to a prospective employer for each day that child care is provided. The two-week time limit for child care services provided while the parent is searching for employment may be extended by one week (7 consecutive days) in cases of extenuating circumstances only and then with DHCD approval. |

| | |
|---------------------------------------|--|
| Job training | A formal training program, facilitated by an educational institution, that provides for the development of specific work attitudes, behaviors and skills leading to job readiness as well as the development of specified technical or vocational skills that leads to employment in a recognized occupation and results in other than a baccalaureate or advanced degree. There is no minimum number of hours a parent has to attend a job training or education program in order to be eligible. |
| Market Rate | The 75th percentile of the range of costs in a community for a particular type of child day care. |
| Parental Access | Parents may visit the day care setting at any time their child is in care. |
| Part-time | Regularly scheduled activity that engages a participant in employment for a minimum of eight hours but less than 30 hours per week. |
| Residing with a child | A person is considered to be residing with a child if that individual is responsible for the day to day care and control of that child. |
| Special needs child day care | Care provided to children with diagnosed physical, mental or emotional problems such as learning disabilities, behavior disorders, and/or inability to adjust with the family and peers; this refers to children with developmental disabilities, atypical development, or deficit in social functioning. |
| Training leading to employment | The development of specific work attitudes, behaviors, or skills leading to job readiness as well as the development of specific technical or vocational skills that leads to employment in a recognized occupation and results in other than a baccalaureate or advanced degree. |
| Vendor | A provider who can sell child care services. |